Workshops
October - December 2015

⭐ **Park City Employment Center**
1960 Sidewinder Dr. #103 • Park City
435-649-0921

Register for reserved seating. Walk–ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING/OPEN RESUMÉ LAB:	
October 28	3:00 PM–4:30 PM
December 2	3:00 PM–4:30 PM
INTERVIEWING SKILLS:	
November 18	3:00 PM–4:30 PM
December 16	3:00 PM–4:30 PM
JOB SEARCHING WITH TECHNOLOGY:	
October 21	3:00 PM–4:30 PM
December 30	3:00 PM–4:30 PM
NETWORKING STRATEGIES:	
November 4	3:00 PM–4:30 PM
December 9	3:00 PM–4:30 PM
EMPLOYMENT ESSENTIALS:	
October 30	9:00 AM–11:00 AM
December 4	9:00 AM–11:00 AM
*LINKEDIN #1:	
October 15	3:00 PM–4:30 PM

RESUMÉ WRITING/OPEN RESUMÉ LAB: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.
*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.